Instructions for Moving the timeQplus v3 Server to a Different PC

The instructions in this document for migrating the timeQplus V3 system assume that the current TQP v3 release is installed and working correctly with no data corruption issues. Go to www.acroprint.com/support-article/tqp3-download/ to check for the current release version. If necessary, download and install the current release on the TQP Server PC and all TQP Client PC’s (if applicable).

Migration Type:

A) From XP/Svr 2003 to Vista, Win 7, Svr 2008, Svr 2008 R2

B) From XP/Svr 2003 to XP/Svr 2003


Note to Vista, Windows 7, 2008 Server, 2008 Server R2 Users:

Note: Vista, Windows 7, 2008 Server, 2008 Server R2 all have a hidden ProgramData folder where the timeQplus data is stored. To make the ProgramData folder visible:

1) Go to Windows Explorer (or My Computer)
2) Click Organize
   Click Folder & Search Options
   Click on View Tab
   Check Show Hidden Files, Folders & Drives
   Click Ok

Close and re-open Windows Explorer. Go to your Local Disc (C:) directory and expand it. You should now see a ProgramData folder with the following sub-folders:

Local Disc (C:)
   ProgramData
      Acroprint
         timeQplusV3 (named timeQplus prior to v3.0.49)

Program Files are located at:

Local Disc (C:)
   Program Files
   or
   ProgramFiles (x86) – note that the ProgramFiles (x86) folder will only be seen on 64 Bit OS
   Acroprint
      timeQplusV3
A) From XP/Svr2003 to: Vista, Win 7, Server 2008 or 2008 R2

1) Backup your TQPv3 data:
   a. On the PC where the TQP Server is located go to:  
      
      \Program Files\Acroprint\timeQplusV3

      and copy the following folders to a CD/DVD, flash drive or other external storage device:

      Data, TQTemplates, TQLogs

   b. In timeQplus Go to Terminal - Click Poll then Update Status for Ethernet, Serial and Remote Terminals. On the Comm Port tab click on Terminal Details - write down the Device ID, Baud rate & Terminal Type of all Serial terminal(s) It is not necessary to write down the Ethernet Terminal or Remote Terminal details.

   c. Locate and write down your TQP software version, serial number and install key from your old PC. You can find the info at:

      i. Double click the timeQplus icon in the Sys Tray

      or

      ii. Log into the TQP Administrator and click on HELP on the main menu, then click on About timeQplus.

      Save the version, s/n & Install Key info in a safe place where you can find it if you ever need to re-install the software.

   d. If you have any Serial terminals connected to the TQP Server you should go to the Terminal tab in TQP, click on the Comm Port tab and click Remove for each Serial terminal. Uninstall TQP from the TQP Server PC using Add or Remove Programs. Note: you must uninstall timeQplus from your old PC if you intend to leave the PC on your network….you can only have one TQP Server on your network!

2) On the New PC:
   a. Click on Start

   b. Go to your Control Panel and click on Folder Options.

   c. Click on Show Hidden Files & Folders and uncheck the box for Hide extensions for known file types. Click Apply and Ok.

   d. Go to C:\ProgramData\ and create a folder named: Acroprint

      Make sure you type the folder name exactly!

   e. Create a sub-folder in the Acroprint folder named timeQplus, again making sure you type the folder name exactly.

   f. Copy the Data, TQ Templates, and TQ Logs folders to the timeQplus folder. Now Install the timeQplus software. It should be the latest version of timeQplus or the same version that was installed on your old PC. During the install you will be prompted for the destination folder where timeQplus will be installed. Click Next. If the existing database is not found, cancel the install. Check to see if the Acroprint & timeQplus folders are correctly typed. If necessary, retype the name(s) and try the install again. If the install doesn’t see the existing database your software version
is most likely out of date and the current release needs to be downloaded from www.acroprint.com/support-article/tqp3-download/. If you have already downloaded the current version and verified that the data path you created is correct then you should contact Acroprint Technical support.

g. After completing the TQP Server installation you should check your punch data to make sure your data transferred properly from the old TQP Server. Next log into the TQP Administrator and go to Terminal - Select timeQplus Settings. Select Ethernet, Serial or Both connections as applicable.

After enabling the Ethernet Server you should see your existing Ethernet terminals and assigned employees. The terminals should be online and ready to use (green status indicator).

If you move any Serial Terminals from the old TQP server to the new Server you will need to enable the Serial Server and then add all Serial Terminal(s) using the information from step 1b.

Note: In the Add Terminal wizard – check the box to Clear device transactions. Press Clear Users. This is critical because if you don’t clear the users on the terminal you will get an error message: “Errors occurred while changing the user rights for the following users….,” because you are trying to assign users to pin#’s that are already in use on the terminal. Close the Wizard and try adding the terminal again, this time making sure you clear all users.

Leave Manual Poll checked to complete the wizard.

Remote Terminals: Click on the Remote Terminal tab. You will see all of your remote terminals and assigned users. You don’t need to do anything else….the terminals should work as they did before you migrated the TQP Server.

h. Install TQP on all Client PC’s making sure that you install the same timeQplus software version that is on the timeQplus Server.

If further assistance is needed on this matter you can contact Acroprint Technical Support at (800) 334-7190 or via email at supportdept@acroprint.com. Note that per-incident charges will apply for telephone support, or you can purchase a Support Contract entitling you to unlimited support for the period covered by the contract.
B) From XP or Server 2003 to XP or Server 2003

1) Backup your TQPv3 data:
   a. On the PC where the TQP Server is located go to: 
      `C:\Program Files\Acroprint\timeQplusV3` and copy the following 
      folders to a CD/DVD, flash drive or other external storage device: 
      Data, TQTemplates, TQLogs
   b. In `timeQplus` Go to Terminal - Click Poll then Update Status for Ethernet, 
      Serial and Remote Terminals. On the Comm Port tab click on Terminal 
      Details - write down the Device ID, Baud rate & Terminal Type of all 
      Serial terminal(s) It is not necessary to write down the Ethernet Terminal 
      or Remote Terminal details.
   c. Locate and write down your TQP software version, serial number and 
      install key from your old PC. You can find the info at: 
      i. Double click the `timeQplus` icon in the Sys Tray 
         or
      ii. Log into the TQP Administrator and click on HELP on the main menu, 
          then click on About timeQplus.
      Save the version, s/n & Install Key info in a safe place where you can find 
      it if you ever need to re-install the software.
   d. If you have any Serial terminals connected to the TQP Server you should 
      go to the Terminal tab in TQP, click on the Comm Port tab and click 
      Remove for each Serial terminal. Uninstall TQP from the TQP Server PC 
      using Add or Remove Programs. Note: you must uninstall timeQplus 
      from your old PC if you intend to leave the PC on your network….you can 
      only have one TQP Server on your network!

2) On the New PC:
   a. Click on Start
   b. In `C:\Program Files` create a sub-folder named Acroprint. In the 
      Acroprint folder create a sub-folder named timeQplusV3. Make sure 
      you type the folder names exactly!
   c. Copy the Data, TQ Templates, and TQ Logs folders to the timeQplusV3 
      folder.
   d. Now Install the timeQplus software. It should be the latest version of 
      timeQplus or the same version that was installed on your old PC. During 
      the install you will be prompted for the destination folder where timeQplus 
      will be installed. Click Next. If the existing database is not found cancel the 
      install. Check to see if the Acroprint & timeQplus folders are correctly 
      typed. If necessary retype the name(s) and try the install again. If the 
      install doesn’t see the existing database try installing the application as 
      new so the installation routine will create the folder path for you. Uninstall 
      the application and replace the new folders with your backup copies. 
      Install the application a second time. If the installation still does not find 
      the existing database you should contact Acroprint Technical support.
e. After completing the TQP Server installation you should check your punch data to make sure your data transferred properly from the old TQP Server. Next log into the TQP Administrator and go to Terminal - Select *timeQplus Settings*. Select *Ethernet, Serial or Both* connections as applicable:

After enabling the Ethernet Server you should see your existing Ethernet terminals and assigned employees. The terminals should be online and ready to use (green status indicator).

If you move any Serial Terminals from the old TQP server to the new Server you will need to enable the Serial Server and then add all Serial Terminal(s) using the information from step 1b.

**Note:** In the Add Terminal wizard – check the box to *Clear device transactions*. Press *Clear Users*. This is critical because if you don’t clear the users on the terminal you will get an error message: “Errors occurred while changing the user rights for the following users….” because you are trying to assign users to pin#'s that are already in use on the terminal. Close the Wizard and try adding the terminal again, this time making sure you clear all users.

Leave *Manual Poll* checked to complete the wizard.

Remote Terminals: Click on the *Remote Terminal* tab. You will see all of your remote terminals and assigned users. You don’t need to do anything else….the terminals should work as they did before you migrated the TQP Server.

f. Install TQP on all Client PC’s making sure that you install the same *timeQplus* software version that is on the *timeQplus* Server.

If further assistance is needed on this matter you can contact Acroprint Technical Support at (800) 334-7190 or via email at supportdept@acroprint.com. Note that per-incident charges will apply for telephone support, or you can purchase a Support Contract entitling you to unlimited support for the period covered by the contract.
C) From Vista, Win 7, Server 2008 or 2008 R2 to: Vista, Win 7, Server 2008 or 2008 R2

1) Backup your TQPv3 data:
   a. On the PC where the TQP Server is located go to:  
      C:\ProgramData\Acroprint\timeQplusV3 and copy the following folders to a CD/DVD, flash drive or other external storage device:  
      Data, TQTemplates, TQLogs (if you do not see the ProgramData folder refer to note in box on page 1)  
   b. In timeQplus Go to Terminal - Click Poll then Update Status for Ethernet, Serial and Remote Terminals. On the Comm Port tab click on Terminal Details - write down the Device ID, Baud rate & Terminal Type of all Serial terminal(s). It is not necessary to write down the Ethernet Terminal or Remote Terminal details.  
   c. Locate and write down your TQP software version, serial number and install key from your old PC. You can find the info at:  
      i. Double click the timeQplus icon in the Sys Tray  
         or  
      ii. Log into the TQP Administrator and click on HELP on the main menu, then click on About timeQplus.  
      Save the version, s/n & Install Key info in a safe place where you can find it if you ever need to re-install the software.  
   d. If you have any Serial terminals connected to the TQP Server you should go to the Terminal tab in TQP, click on the Comm Port tab and click Remove for each Serial terminal. Uninstall TQP from the TQP Server PC using Add or Remove Programs. Note: you must uninstall timeQplus from your old PC if you intend to leave the PC on your network....you can only have one TQP Server on your network!

2) On the New PC:
   a. Click on Start  
   b. Choose Computer  
   c. Go to C:\ProgramData\ and create a folder named: Acroprint  
      Make sure you type the folder name exactly! (if you do not see the ProgramData folder refer to note in box on page 1)  
   d. Create a sub-folder in the Acroprint folder named timeQplusV3, again making sure you type the folder name exactly.  
   e. Copy the Data, TQTemplates, and TQLogs folders to the timeQplusV3 folder. Now Install the timeQplus software. It should be the latest version of timeQplus or the same version that was installed on your old PC. During the install you will be prompted for the destination folder where timeQplus will be installed. Click Next. If the existing database is not found cancel the install. Check to see if the Acroprint & timeQplusV3 folders are correctly typed. If necessary retype the name(s) and try the install again. If the install doesn’t see the existing database your software version is most likely out of date and the current release needs to be downloaded from www.acroprint.com/support-article/tqp3-download/. If you have already downloaded the current version and verified that the data path you created is correct then you should contact Acroprint Technical support.
f. After completing the TQP Server installation you should check your punch data to make sure your data transferred properly from the old TQP Server. Next log into the TQP Administrator and go to Terminal - Select timeQplus Settings. Select Ethernet, Serial or Both connections as applicable:

After enabling the Ethernet Server you should see your existing Ethernet terminals and assigned employees. The terminals should be online and ready to use (green status indicator).

If you move any Serial Terminals from the old TQP server to the new Server you will need to enable the Serial Server and then add all Serial Terminal(s) using the information from step 1b.

**Note:** In the Add Terminal wizard – check the box to Clear device transactions. Press Clear Users. This is critical because if you don’t clear the users on the terminal you will get an error message: “Errors occurred while changing the user rights for the following users…” because you are trying to assign users to PINs that are already in use on the terminal. Close the Wizard and try adding the terminal again, this time making sure you clear all users.

Leave Manual Poll checked to complete the wizard.

Remote Terminals: Click on the Remote Terminal tab. You will see all of your remote terminals and assigned users. You don’t need to do anything else….the terminals should work as they did before you migrated the TQP Server.

g. Install TQP on all Client PC’s making sure that you install the same timeQplus software version that is on the timeQplus Server.

If further assistance is needed on this matter you can contact Acroprint Technical Support at (800) 334-7190 or via email at supportdept@acroprint.com. Note that per-incident charges will apply for telephone support, or you can purchase a Support Contract entitling you to unlimited support for the period covered by the contract.